

Planning a Picnic

A thorough checklist to help you plan the perfect picnic!

If you're planning a corporate picnic, family reunion, or church picnic, use this checklist to help you get started.

Date of Event _____

Estimated Number of Guests _____

Event Site _____

Tents and Accessories

- Frame Tents
- Pole Tents
- Tent Walls
- Tent Heater
- Pedestal Fans
- Tent Lights

Tables and Chairs

- Tables (Available in rectangle or round)
- Chairs (We have 5 styles to choose from)
- Table Coverings (Plastic or Linen)
_____ Number of Tables
_____ Sizes
- Skirting (For buffet and drink tables)
_____ Number of Tables
_____ Sizes

Dinnerware, Flatware, and Glassware

- Plate-Large
- Plate-Small
- Bowls
- Napkins
- Fork
- Knife
- Spoon
- Large Glass
- Small Glass
- Punch Cup

Cooking Items

- Grills-gas or charcoal
- Griddles
- Electric Roasters
- Deep Fat Fryers
- Pig-E-Que
- Kettle
- Basket
- Hot Plate

Food Service Items

- Chafing Dishes
- Extra Chafing Dish Pans
- Food Crisper
- Insulated Food Carriers
- Serving Bowls
- Platters
- Trays
- Bread Baskets
- Heat Lamp
- Electric Food Warmer
- Proofing Cabinet

Serving Utensils

- Slotted or Solid Serving Spoons
- Tongs
- Soup Ladle
- Ice Cream Scoop
- Hamburger Turner
- Cake Knife
- Cake Server
- Meat Fork

Beverage Service

- Drink Dispenser
- Super Cooler
- Punch Bowl
- Coffee Urn
- Portable Bar
- Sugar Bowl
- Creamer
- Pitchers

Decorations

- Helium Tank and Balloons
- Confetti
- Easels to display photos
- Printed Napkins

Miscellaneous

- Trash Cans
- Chef's Hats
- Chef's Aprons

Games and Entertainment

- Volleyball Set
- Horse Shoe Set
- Moonwalk—for ages 14 and under
- Bungee Run
- Velcro Wall
- Double Shot Basketball
- Dunk Tank
- PA System and CD Player
- Karaoke Machine
- Multi-media Projector
- Popcorn Popper
- Cotton Candy Machine
- Sno Cone Machine
- Slushie Machine

Fun Foods

- Popcorn Popper
 - Bags
 - Nac Pacs
- Cotton Candy Machine
 - Cones
 - Bags with Tie
 - Floss-Cherry Berry, Blue Raspberry, Silly Nilly, Jolly Berry, Grape, Orange

- Sno Cone Machine
 - Cups
 - Syrup-Grape, Cherry, Orange, Blueberry
 - Pump

- Slushie Machine
 - Cups
 - Syrup-Blue Raspberry, Fruit Punch, Margarita, Strawberry Daiquiri

Tips for Planning the Perfect Picnic

- ☼ Plan as far ahead as possible to insure your choices will be available. Make reservations as far in advance as possible.
- ☼ Meet with an event consultant at Midwest Party Rentals. They can help to answer any questions and offer suggestions.
- ☼ Access our internet site for a list of items, photos, and ideas at www.midwestrentalsinc.com
- ☼ Ask a consultant if there's something you want, but can't find. We may be able to get it for you or find someone that can.
- ☼ If we are delivering or picking up the items, be sure someone will be there to meet us.
- ☼ Create Committees! Some could include menu selection, budget, games/entertainment, shoppers, pickup, storage, rentals, cooks, servers, and cleanup.

Layout Service

Can you accommodate 300 people at your site? Should the tables be round or banquet style?

Let us help by creating a layout for use in the tent. We can easily figure how many guests you can accommodate and where to place everything.

\$50/Layout
(Fee applied toward rental items)